

TAB

12 May 1960

TO : Director of Personnel
Comptroller
Chief, FI/RI
Chief, CI/OA
Director of Security

FROM : Chairman, Supervisory Committee

SUBJECT: Confirmation of Credit Union Accounts

1. To comply with legal requirements, the Supervisory Committee plans to verify share and loan balances of the Northwest Federal Credit Union by direct correspondence with the members. Verification procedures will be the same as those used in the 1958 verification. These procedures are described below.

2. Confirmation cards (Exhibit A) to be distributed to active members of the Credit Union will not refer to CIA or any organizational components of CIA. To facilitate distribution, however, a four-digit allotment control number will be shown. Identification of the number with an organizational unit of CIA may be made only by reference to the Agency's Chart of Allotment Accounts. For



3. The confirmation card is designed for distribution to all CIA employees located at Headquarters, [redacted] or overseas. The confirmation card does not require a reply unless the balance shown is questioned by the member. The employee is instructed on the confirmation card to direct his reply to the Audit Staff, Attention: Supervisory Committee, Headquarters, using official mail channels only.

4. Distribution of the confirmation cards, which do not require envelopes, will be made by delivery to the Headquarters administrative officer of the Agency component for transmittal to the employee concerned, using the approved procedure for the transmission of Agency classified material. Instructions to Headquarters administrative officers are set forth in Exhibit B. A sample dispatch which the administrative officers may use to explain the reason for the verification and procedures to be followed is set forth in Exhibit C.

5. The Supervisory Committee will request the Board of Directors of the Credit Union to approve a reimbursement to the Agency for the printing and

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processing of I.B.M. cards either by outside firms or by Agency components, and to also reimburse the Agency for any other related expense necessary to make this confirmation.

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Chairman, Supervisory Committee

Attachments

CONCUR:

[Signature] Emmett D. [unclear]

Office of Personnel

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[Redacted Signature Box]

Acting Comptroller

Chief, CI/OA

Director of Security

Chief, FI/RI

Distribution:

Orig. - Distribution then AS/CU file

- 1 - Personnel
- 1 - Comptroller
- 1 - [Redacted]
- 1 - Security

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